ROUTING AND RECORD SHEET SUBJECT: (Optional) FROM: EXTENSION NO. Allen R. Elkins Director of Finance DATE 1212 Key Building STAT 28 November 1986 TO: (Officer designation, room number, and DATE building) OFFICER'S COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) RECEIVED FORWARDED EA/DDA 0 1 DEC, 1986 12/1 Ref: ER-5453X-86 7D18 Hqs ADDA 3. DDA For signature DDA/Registry mailey 12-3-86 Aw Executive Registry 7E1/2 Hqs 7. MOVA REGISTRY

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FORM

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Declassified in Part - Sanitized Copy Approved for Release 2011/12/01 : CIA-RDP88G01332R000700690001-9 TO: D/DDA **ROOM NO**. 7D18 **BUILDING** Ηq REMARKS: FROM: DC/A&CD/OF FXTENSION ROOM NO. 2D42 BI III DING

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(47)

REPLACES FORM 36-8 WHICH MAY BE USED.

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Central Intelligence Agency



3 DEC 1986

MEMORANDUM FOR: Director, Office of Management and Budget

SUBJECT:

Report Pertaining to Vendor Payments by the

Central Intelligence Agency during Fiscal

Year 1986

REFERENCE:

Memorandum from OMB dated 13 November 1986

In compliance with OMB Circular A-125, "Prompt Payment," the annual report pertaining to vendor payment practices and interest penalty payments by the Central Intelligence Agency for Fiscal Year 1986 is attached.

William F. Donnelly
William F. Donnelly
Deputy Director
for
Administration

25X1

Attachment As stated

SECRET

SUBJECT: Report Pertaining to Vendor Payments by the

Central Intelligence Agency During Fiscal

Year 1986

DA/OF/A&CD/

(26 Nov 86)

25X1

Distribution:

Orig - Addressee w/att

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1 - D/OF w/att

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1 - OGC w/att

1 - ER w/att

1 - C/A&CD w/att

2

Central Intelligence Agency Department/Agency

PROMPT PAYMENT REPORT

October 1, 1985 -- September 30, 1986

				F	Y 86	 :	:	Repor FY		ı
·I.	Payments subject to Payment Act and OM	o the Prompt B Circular A-12	25:			•				
•	A. Dollar Amount B. Number	,			<u> </u>					25X1
II.	Payments made more after due date:	than 15 days								
• • • •	A. Dollar Amount B. Number									
	C. Interest pena.	lties paid:								
. •	 Dollar Amour Number 	nt 💯								
	3. Relative Fre	equency I.B)								
	4. Reasons why penalties in (Rank accord frequency of	curred.			.					
	Delay in receipt	paying office's of:	3							
	o receiv	ing report	()		()		
	o proper	invoice	()	,	(.)		
	OTHER 1. Contrac origina 2. Payment	se order ontract t not funded by ting component. Center Adminis- Processing Error	(1).)		()	•.	25X1
		C C C D E T								

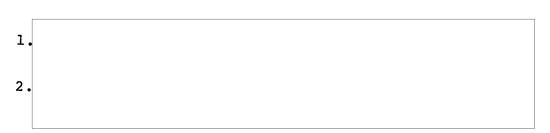
		FY 86	Reported FY 85
	Delay or error by paying office in:	e Maria	
	o taking discount	(()
	o notifying vendor of defective invoice	; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	()
·	o computer or other system processing	· · · · · · · · · · · · · · · · · · ·	(1)
III.	Payments made 1-15 Days After Due Date (During Grace Period)	And the State of t	
	A. Dollar amount (Total)	\$ -0	N/A
	(1) 1-7 days (2) 8-15 days	(\$ -0- (\$ -0-	
• .	B. Number (Total)	-0-	N/A
	(1) 1-7 days (2) 8-15 days	{}}	
	<pre>C. Relative frequency (Overall)</pre>		N/A%
	(1) 1-7 days (III.B.1 - I.B) (2) 8-15 days (III.B.2 - I.B)	(<u>-0-</u> 8) (<u>-0-</u> 8.)	
IV.	Payments made 3 days or more before due date, except where cash discountaken:	<u>ts</u>	
	A. Dollar amount	s -0-	ş -0-
	B. Number	-0-	-0-
	C. Relative Frequency (IV.B I.B.)	-0- 8	-0- %

SECRET

V. PROGRESS MADE: Answers

A. No.

В.



25X1

- C. The payment office registry desk is the only point of entry for all incoming mail. The mail is date-stamped by machine, then sorted and distributed to each payment desk.
- D. Our policy is to pay interest penalties automatically, without a formal vendor request. Yes, scheduled monthly reviews ensure that interest penalties are paid automatically.
- E. The interest penalty payment is sent separately.
 The remittance advice clearly indicates the amount of
 the interest penalty.
- F. In addition to a monthly inventory of each payment desk to identify delinquent invoices, a new procedure was implemented during FY 1986 to inventory the payment desk whenever personnel changes occur.